

## SECTION 1

# CONTACT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Name \_\_\_\_\_

URL, if any \_\_\_\_\_

Briefly describe your company

## SECTION 2

# WEB AND DOMAIN

Do you have a domain name? ☐ Yes ☐ No If yes what is it? \_\_\_\_\_

Do you have a Web Host? ☐ Yes ☐ No If yes what company? \_\_\_\_\_

If you answered NO to the question about a domain name please give us your choices.

Choice 1: www. \_\_\_\_\_ Choice 3: www. \_\_\_\_\_

Choice 2: www. \_\_\_\_\_ Choice 4: www. \_\_\_\_\_

What is the purpose of your website:

☐ Business ☐ Personal ☐ E-commerce ☐ Non-Profit ☐ Social (blog, forum) ☐ File Sharing

Briefly describe your target audience, and what you hope to achieve with your website

Name a few sites that appeal to you, either competitors or sites unrelated to your industry that you feel may be relevant in the design of your site. Please comment on what you like /dislike about the features and design of these sites

URL: \_\_\_\_\_ Comments

URL: \_\_\_\_\_ Comments

URL: \_\_\_\_\_ Comments

URL: \_\_\_\_\_ Comments

### SECTION 3

Would you like us to design/redesign a logo for your company? ☐ Yes ☐ No ☐ Maybe

If you already have a logo do you have a digital version that you can email? ☐ Yes ☐ No

Do you have a color scheme? ☐ Yes ☐ No Please list your colors and briefly explain why you selected them.

Do you already have photos selected for your website? ☐ Yes ☐ No

If you answered NO, what type of imagery would you like?

Do you already have the content you wish to include on the website? ☐ Yes ☐ No

If NO, will you need an editor to help you with this? ☐ Yes ☐ No

What keywords do you want to bring visitors to your site?

Briefly describe the look and feel you want for your website?

What features will you be including in your website? (Check all that apply)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Animation          | <input type="checkbox"/> Customer Log-In                | <input type="checkbox"/> Gift Registry |
| <input type="checkbox"/> FAQ's              | <input type="checkbox"/> Newsletter/ Email list sign-up | <input type="checkbox"/> Advertising   |
| <input type="checkbox"/> Flash              | <input type="checkbox"/> Blog                           | <input type="checkbox"/> Photo Gallery |
| <input type="checkbox"/> Games              | <input type="checkbox"/> Information Request/Forms      | <input type="checkbox"/> Portfolio     |
| <input type="checkbox"/> Streaming Audio    | <input type="checkbox"/> Discussion Forum               | <input type="checkbox"/> Map           |
| <input type="checkbox"/> Streaming Video    | <input type="checkbox"/> Chat / Conference Room         | <input type="checkbox"/> Bio(s)        |
| <input type="checkbox"/> Booking            | <input type="checkbox"/> Surveys / Polls                | <input type="checkbox"/> Testimonials  |
| <input type="checkbox"/> Calendar of events | <input type="checkbox"/> PayPal / Payment Center        | <input type="checkbox"/> Newsletter    |
| <input type="checkbox"/> Registration       | <input type="checkbox"/> Printer Friendly Pages         |  |

Other:

What web page titles will you be needing? (Check all that apply)

- |                                       |                                    |                                      |
|---------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Home         | <input type="checkbox"/> Resources | <input type="checkbox"/> News        |
| <input type="checkbox"/> Contact (Us) | <input type="checkbox"/> Services  | <input type="checkbox"/> Client List |
| <input type="checkbox"/> About        | <input type="checkbox"/> Partners  | <input type="checkbox"/> Payments    |

Other:

What is the deadline for your website? \_\_\_\_\_

Will your website need to be updated? ☐ Yes ☐ No ☐ Maybe

Would you like us to update your website or would you like to be responsible for updates?

- ☐ Yes, I would like for you to update my site  
☐ I will do my own updates

#### SECTION 4

## MARKETING & PROMOTIONS

Samples of your promotional and printed materials are very helpful to us. We would use your current organizational look to brand your website.

What are the present methods of advertising and promoting your company?

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Newspaper Advertisement | <input type="checkbox"/> Business Cards | <input type="checkbox"/> Direct Mail |
| <input type="checkbox"/> Magazine Advertisement  | <input type="checkbox"/> Brochures      | <input type="checkbox"/> Booklet     |
| <input type="checkbox"/> Radio Advertisement     | <input type="checkbox"/> Social Media   | <input type="checkbox"/> Catalog     |

Do you have samples that you can email to us? ☐ Yes ☐ No

If you are looking to have this type of marketing and promotional material created for you, please let us know we would be happy to further assist in your visual communications campaign.

#### SECTION 5

## COMMENTS & QUESTIONS

Please use this section to ask any questions or make comments.